

MAR 11 1954

MEMORANDUM FOR: Chief, Plans, Research and Development Staff
SUBJECT: Preparation of OPM , or Re-write of PDM 50-52

1. Will you please have an OPM prepared covering the following type of situation: OCD's recent request for a new T/O provided [REDACTED] over [REDACTED] and above their normal T/O request) for the purpose of double slotting in order that they might maintain their current strength at the actual figure, [REDACTED]

25X9

25X9

2. A-DD/A did not feel that this was necessary and called a meeting of A-DD/A, AD/P, DDI/Admin and OCD. At this meeting it was agreed that instructions would be issued within the Office of Personnel whereby the various elements of DD/I would be permitted to overlook and double slot by the IA method and actually exceed their ceiling for the individual DD/I elements as long as the overall DD/I on-duty ceiling was not exceeded. This agreement covers Iiable positions (group jobs) only and does not provide for double incumbency of high technical or supervisory positions unless definite assurance is given that the office concerned has submitted a personnel action transferring one of the individuals out of the slot or has an actual resignation on hand; in which event it was agreed that double slotting would be permitted for a 30-day period on this type of position.

3. The instructions should also cover the point that the Placement Officer servicing the DD/I organisational component concerned would be advised as to the need for exceeding the ceiling and double slotting on unusual or unique cases.

4. Will you please draft this OPM and let me review in draft form.

George E. Meloon
Deputy Assistant Director
for Personnel

DAD/P:GEMeloon:sm (11 Mar 54)

Distribution: O&2 - PRDS; 1 - PRD; 1 - CWD; 1 - PUD; 1 - Chrono
1 - Reading

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(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	C / PRDS	JB	15 Mar
2	AC / Plans	BWB	16 Mar
3	[REDACTED]		
4			
5			
FROM		INITIALS	DATE
1	DC / PRDS	JJ	12 Mar
2			
3			

APPROVAL INFORMATION SIGNATURE
 ACTION DIRECT REPLY RETURN
 COMMENT PREPARATION OF REPLY DISPATCH
 CONCURRENCE RECOMMENDATION FILE

Remarks: This is being set up as a
Plans Br. Project with in structure
to coordinate with [REDACTED]

25X1A

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Proj. 227 noted JB

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